Global Horizon
TRAINING CENTER

Training Course:
Mastering The Training Cycle

5 - 9 May 2025
Vienna (Austria)

Training Course:
Mastering The Training Cycle

Training Course code: HR234722 From: 5 - 9 May 2025 Venue: Vienna (Austria) - Training Course Fees: 5250 ⬡ Euro

Introduction

This practical training course provides the newest thinking, methods and tools to be ready to complete two of the foremost important areas of coaching - Training Needs Analysis TNA and Evaluation. it'll also show those attending the way to demonstrate the added value of coaching activities. These are the 2 areas which will really make a difference to any training function in linking training more on to the requirements and outcomes of the organization.

In this training course on Mastering the Training Cycle, participants will

⬡ Learn more about TNA within the context of what the organization requires from training

⬡ Understand the necessity for data to tell the necessity for, and outcomes from, training

⬡ Learn the way to measure the worth derived from training

⬡ Be ready to show training costs and calculate the Return on Investment

Training Objectives

By the top of this training course, delegates are going to be able to

⬡ Identify and be ready to use the 4-level model for doing Training Needs Analysis and be ready to manage the portfolio of needs

⬡ Master competency frameworks to maximize their usage and value to the delegate⬡s own organization

⬡ Measure the Return on Investment ROI on a training course

⬡ Understand the way to embed evaluation into the training cycle in order that the ROI are often measured

⬡ Assess which training is suitable for ROI measurement

⬡ Practice measuring ROI in a variety of coaching situations

Training Methodology

This training course will utilize a spread of proven learning techniques to make sure maximum understanding, comprehension, retention of the knowledge presented. The training course is conducted via a complicated Learning Platform within the comfort of any location of your choice.

ORGANISATIONAL IMPACT

A few of the advantages the organization will gain are

Having a typical and auditable approach to training

 Having a way higher success rate and identifying the proper training through a process approach to TNA and evaluation

 Having concrete information which can show clearly the worth of coaching to the organization

 Having confident and competent training staff thinking and operating more sort of a business partner

 Having an approach to evaluation which can provide consistent results

Personal Impact

The benefits individuals will gain from this training seminar are

 Getting the entire tool box to be ready to do accurate TNA and Evaluation

 Being easier in using data from a variety of sources to tell the necessity for training and to raised measure the outcomes of coaching

 Gaining sufficient expert guidance to be ready to implement immediately what has been taught and put it into operation

 Gaining the arrogance needed to be ready to make a difference within the company

 Being ready to demonstrate the immediate value of this course on return to the workplace

 Knowing the tools to be ready to operate more sort of a business partner Target Audience

 Anyone in training or HR who must master either TNA or evaluation

 HR Professionals who got to understand how training are often measured

 Those curious about maximizing the training budgets

 Those liable for training budgets and who got to know whats required

 Training Managers Training Coordinators

 Supervisors who are involved training and development

Outlines:

Day One:

The Modern Approach to Training Needs Analysis

 What does a corporation want from training?

 How is HR responding?

 Analyzing your Customer Base - The Four Quadrant Model

 Quadrant One: Organizational needs - what proportion of the method is governed by TNA?

 Using Competency Frameworks

 Making Competency Frameworks more Line Manager Friendly

 When is an employee competent - When is enough?

Day Two:

Quadrant Two: Department Needs & Quadrant Three: Team Needs

 Quadrant Two: Departments The Specific Requirement Departments Have

 The Need for Data in Assessing Departmental TNA

 Understanding the Technical Ladder and Its Implications for Training and Development

 How the leadership pipeline differs?

 Quadrant Three: TNA for teams

 Tools for Analyzing Team Training Needs

Day Three:

Quadrant Four: Individual Needs / the primary Steps in Evaluation - Understanding Unit Costs

 Quadrant Four: Individual Needs

 The 70 / 20 / 10 Model of coaching and Development

 Ways to coach aside from Attending a Training Course

 The Role of coaching in Curating Material to Support Knowledge Transfer and Developing Organizational Knowledge

 Embedding the broader Notion of Development - the necessity for private development plans

 Understanding Unit Costs - the beginning points for evaluating training

Day Four

Mastering the Evaluation Process

 Validation vs. Evaluation - what's the difference?

 Improving the Usefulness of the Validation Form / the top in fact Questionnaire

⬜ Evaluation Models Explained

⬜ The Return-on-Investment Formula - explaining what's then required

⬜ Embedding Evaluation into the Training Cycle and the way to try to to it

⬜ Practical Tips in Evaluating Training

Day Five:

Practical samples of Evaluation - Your Chance to Master the Techniques

⬜ Evaluating the value of other sorts of Training, Competency Improvement, Delegate Own Examples

⬜ Accountability of coaching Department to ensure and Produce Results - The Competencies Required

⬜ Should all training be subject to Evaluation?

⬜ Summary of Main Themes Discussed

⬜ Delegates⬜ Action Planning

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Company Information

Company Name: ....
Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |